



## Scope of Work – Janitorial Cleaning

[Company Name]

Date:

Property Manager: Matthew Prestejohn

Service Manager: Tim Blake

Start Date: 7/1/21

Pricing is for a 3 year contract and will not self renew.

Contract Date from 7-1-21 thru 6-30-24

### **SERVICES – Janitorial Cleaning**

#### **Day Porter 1 (Monday – Friday):**

##### **Trash (Mon-Fri):**

- Put trash / recycling containers out M,T,W & F. Organize / exchange containers Thu.
- Clean compactor room East & West
- Clean out 10 trash rooms ( 2 per floor)
- Put containers back in rooms once they are picked up
- Sweep & Mop trash rooms 3 x week

##### **Grounds (Mon-Fri):**

- Start at the front of the building and police the whole perimeter for trash, dog feces, cigarette butts etc.
- Pick-up / sweep the visitors garage
- Empty dog stations and refill bags as necessary
- Pick-up trash in the main garage & sweep where needed

##### **Courtyard 1 & 2 (Mon-Fri):**

- Pick-up trash in both courtyards (Includes mulch beds)
- Empty trash containers
- Organize furniture (Including pool) & pillows
- Clean test grills (Report any deficiencies to the Supervisor)
- Sweep & mop loggia vestibule as needed
- Check and wipe down all tables and countertops
- Clean glass doors leading to loggia and both courtyards
- Vacuum pool when necessary (Seasonal)

### Freight Elevator Lobby:

- Sweep and mop floors 3x week
- Clean entrance glass daily
- Clean elevator cab and tracks as needed (minimum of weekly)

\*\*\*Check trash room on each floor and compactor rooms before the end of the day to ensure no backups.

### Day Porter 2 (Monday – Friday):

#### Clean Ground Floor (Mon-Fri):

- Empty trash in offices, back room & mail room.
- Dust/wipe desks
- Vacuum Carpets
- Inspect and clean all glass windows and doors
- Inspect and mop floors (Minimum of 3x wk)
- Thoroughly clean elevators including tracks
- Dust throughout including statues and pictures
- Thoroughly clean the foyer area
- Clean bike room 1 (Mop floors a minimum of 3x wk)
- Clean bike room 2 (Mop floors a minimum of 1x wk)
- Straighten area rugs

#### Clean Dog Wash (Mon-Fri):

- Wash out and clean tubs
- Sweep & mop floors
- Dust throughout
- Clean both sides of glass door
- Sweep debris outside entrance (in garage)

#### Clean 1<sup>st</sup> Floor Amenities (Mon-Fri):

- Sweep and mop floors throughout
- Clean all glass as necessary
- Empty all trash bins
- Vacuum Carpets
- Dust / wipe all surfaces
- Straighten out furniture



- Wipe down gym equipment (Fill gym wipes as needed)
- Thoroughly clean restrooms

**\*\*\*Check 3 restrooms throughout the day, every day to ensure proper cleanliness and stock**

**Day Porter 3 (Wednesday – Sunday):**

**Vacuum Hallways (Wed-Fri):**

- Use rider vacuum starting on 5<sup>th</sup> floor working down
- Dust baseboards and clean push bars on doors
- Make sure to properly clean and charge vacuum daily

**Stairwells (Wed-Fri):**

- Vacuum 5 stairwells
- Sweep & mop landings on the ground floor
- Clean blinds and windows (Make sure blinds are closed but tilted open)

**Shampoo (Wed-Fri):**

- Spot shampoo any and all stairwells as needed
- Spot shampoo any and all hallways as needed

**Clean Office / Amenities (Sat-Sun):**

- Clean office area
- Clean 1<sup>st</sup> floor amenity areas

**Grounds (Sat-Sun):**

- Pick up trash, dog feces, cigarette butts etc throughout the property
- Empty dog stations and refill bags as necessary

**Clean Courtyards (Sat-Sun):**

- Remove trash throughout
- Organize / set up furniture
- Clean grills
- Vacuum pool if necessary



\*\*\*Check trash room on each floor and compactor rooms before the end of the day to ensure no backups.

\*\*\*Check 3 restrooms throughout the day, Saturday and Sunday to ensure proper cleanliness and stock

**Porter Schedule:**

**Supervisor:** Monday, Thursday & Friday 9AM-6:00PM and Tuesday & Wednesday 7AM-4:00PM

**Porter 2:** Monday – Friday 7AM-4:00PM

**Porter 3:** Monday, Thursday & Friday 7AM-4:00PM and Saturday & Sunday 8AM-5:00PM

9 hours a day with 1 hour lunch break

Total 120 hours per week, need per month cost

Yearly Cost

Monthly Cost

The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work and with the Contract Documents, hereby proposes to furnish all labor, materials, equipment, and services required to undertake the above reference scope in accordance with the Contract Documents for the *Scope of Work – Janitorial Cleaning*

<u>COMPANY NAME</u>	<u>CONTACT</u>	<u>MAILING ADDRESS</u>	<u>PHONE</u>

REFERENCES

Please provide three references that we will contact.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (Bidder): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Windsor Communities buildings are SMOKE FREE. Please be advised that smoking is prohibited in any Windsor building or within 25 feet of any Windsor building.**

All Site Work vendors/contractors must be enrolled and approved in Compliance Depot for the duration of this Service Agreement. For additional information call customer service at 888.493.6938, or e-mail them at [customerservice@compliancedepot.com](mailto:customerservice@compliancedepot.com)

**\*\* Please note that it is your responsibility to keep your documents current with Compliance Depot and renew your enrollment each year \*\***

**\*\* Windsor Communities reserves the right to cancel this contract with a 30 day notice if you cannot service our needs to the term of this contract. \*\***

**\*\*\*All Site Work vendors/contractors employees must in their appropriate company uniform at all times while on job site. \*\*\***